

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: December 13, 2004

TIME: 4:00 p.m.

LOCATION: Central Library
Board Room – Third Floor
315 South Rose Street
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Cynthia Addison, Loren Dykstra, Robert Brown, Donald Brown, Lisa Godfrey and James VanderRoest. Absent: Amy DeShon

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Michigan Education Retirement System (MERS) Resolutions

Recommendation: Acting Director Rohrbaugh recommended the MERS “Resolution for Defining a Day of Work or Hours Per Month for MERS Retirement Purposes” be authorized by the board to be effective retroactively to April 1, 1990, the date of our enrollment in MERS, with our work month set at 34 hours.

Note: Two resolutions are needed -- one for union employees and one for non-union employees.

Executive Summary: It was recently learned the MERS default for defining a day of work or hours per month is half-time, calculated as ten 8-hour work days in the month. This default does not fit us. Our “smallest” position is .2 time or 34 hours per month. Even the half-time default as defined by MERS does not fit us. Most half-time employees do not work an exact ten 8-hour work day per month schedule.

There are no employees in the non-union group who work less than half-time. For consistency and to avoid confusion within MERS however, it makes sense for the definition to be the same for both KPL work groups.

These resolutions were reviewed and supported by the Personnel Committee. Upon board approval, they will be submitted to MERS.

MOTION: **IT WAS MOVED BY R. BROWN AND SUPPORTED BY J. VANDERROEST TO APPROVE THE MERS RETIREMENT “RESOLUTION FOR DEFINING A DAY OF WORK OR HOURS PER MONTH FOR MERS RETIREMENT PURPOSES”**
EFFECTIVE RETROACTIVELY TO APRIL 1, 1990, WITH OUR WORK MONTH SET AT 34 HOURS FOR KPL UNION EMPLOYEES.

Roll Call Vote: R. Brown – yes; J. VanderRoest – yes; L. Dykstra – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.



Motion carried , 6-0.

MOTION: IT WAS MOVED BY R. BROWN AND SUPPORTED BY J. VANDERROEST TO APPROVE THE MERS RETIREMENT “RESOLUTION FOR DEFINING A DAY OF WORK OR HOURS PER MONTH FOR MERS RETIREMENT PURPOSES” EFFECTIVE RETROACTIVELY TO APRIL 1, 1990, WITH OUR WORK MONTH SET AT 34 HOURS FOR KPL NON-UNION EMPLOYEES.

Roll Call Vote: R. Brown – yes; J. VanderRoest – yes; L. Dykstra – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.



Motion carried , 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meetings of October 25, 2004
- B. Minutes of the Regular Meetings of November 8, 2004
- C. Personnel Item

Carolyn Gaff transferred from .5 time Library Assistant 3, Youth and Branch Services at Eastwood and Washington Square Branches to .5 time Library Assistant, Local History and Community Information within Adult Services on November 16, 2004. Ms. Gaff joined the staff in September 2002.

Disposition: The board accepted the Minutes of the Meetings of October 25, 2004 and November 8, 2004 with noted corrections and the Personnel Item as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Periods Ending October 31, 2004 and November 30, 2004

Recommendation: Acting Director Rohrbaugh recommended the board approve the Financial Reports for the Periods Ending October 31, 2004 and November 30, 2004.

MOTION: IT WAS MOVED BY L. DYKSTRA AND SUPPORTED BY C. ADDISON TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTHS ENDING OCTOBER 31, 2004 AND NOVEMBER 30, 2004 AS RECOMMENDED.

Executive Summary: The Acting Director pointed out that cash flow will be tight until property tax revenue begins to come in at the end of December. We did receive \$203,000 in single business taxes as well as our annual state aid payment in November (\$52,000 this year) which helped our cash flow. The Kalamazoo Foundation report shows a balance of \$10,403.

That is the fund the board authorized closing in November – it will be disappearing from the reports.

Discussion: J. VanderRoest indicated the reports are as should be expected at this point in the year.

In response to a question from R. Brown regarding the possibility that the state may move winter tax collection to summer, D. Schiller, Head of Finance and Budget, said there have been some preliminary discussions, but nothing official yet that affects the library.



Motion carried 6-0.

V. **REPORTS AND RECOMMENDATIONS**

ACTION ITEMS

A. Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy

Recommendation: A. Rohrbaugh recommended the board approve the HIPAA Compliance Policy as presented.

Executive Summary: As an organization with health care and medical information about employees, we are required by HIPAA to have a compliance policy and procedures. Staff members have attended seminars on this topic and this policy is modeled after sample ones we have received.

The procedures do not require board action but are included for board information.

The Personnel Committee has reviewed the policy and procedures and recommends board approval of the policy.

MOTION: D. Brown moved and J. VanderRoest supported approval of the policy with the change in policy title to “Health Information Confidentiality Policy.”

Discussion: D. Brown felt the policy title as recommended was not descriptive enough.



Motion carried 6-0.

B. Non Resident Fee for 2005

Recommendation: A. Rohrbaugh recommended the board establish the non-resident fee for 2005 at \$135 per family.

Executive Summary: The non-resident fee is based on the average tax on a residential parcel within the library district. During this year’s review it was discovered the calculation done for 2004 was incorrect because the parcels in Texas Township were not included. Had they been included, the fee for 2004 would have dropped to \$135.00.

We identified 13 people who purchased household cards in 2004. We would like to write them each a letter and enclose a refund check for the overpayment amount.

MOTION: IT WAS MOVED BY J. VANDERROEST AND SUPPORTED BY R. BROWN TO ESTABLISH THE 2005 NON-RESIDENT FEE AT \$135.00.



Motion carried, 6-0.

MOTION: IT WAS MOVED BY J. VANDERROEST AND SUPPORTED BY R. BROWN TO AUTHORIZE THE ACTING DIRECTOR TO CORRECT LAST YEAR’S MISTAKE AS DESCRIBED BY REIMBURSING THOSE WHO PURCHASED LIBRARY CARDS IN 2004.



Motion carried, 6-0.

C. Administrative Fringe Benefits

Recommendation: **Acting Director Rohrbaugh recommended the board revise fringe benefits for KPL administrators effective January 1, 2005.**

Executive Summary: The Administrator fringe benefits recommendation would revise the current benefits as follows:

-Health insurance – coverage for domestic partners has been added
-Sick leave – earn six days on July 1 and six on January 1 consistent with other employees
-Paid holidays – Christmas Eve Day added as a paid holiday for years the library is closed
-Reimbursement for property loss on the job – this section is a hold over from our KPS days. Our attorney recommends it be dropped.

These changes were reviewed and supported by the Personnel Committee. Upon board approval, the fringe benefits statement will be distributed to the administrative staff.

MOTION: **R. BROWN MOVED AND C. ADDISON SUPPORTED THE RECOMMENDATION TO REVISE THE ADMINISTRATOR FRINGE BENEFITS AS RECOMMENDED.**



Motion carried, 6-0.

D. Supervisory-Technical Employees Fringe Benefits Revision

Recommendation: **A. Rohrbaugh recommended the board revise the fringe benefits for Supervisory-Technical employees effective January 1, 2005.**

Executive Summary: The revised benefits for Supervisory-Technical Employees would change the current benefits as follows:

-Health insurance – coverage for domestic partners has been added
-Long-term disability – minor wording corrections as shown on statement
-Vacation – “full” added as shown for clarification
-Sick leave – earn six days on July 1 and six on January 1 consistent with other employees
-Paid holidays – one floating holiday converted to Christmas Eve Day. Floater given for years it is not logical to close that day. This is consistent with KPLSP contract.
-Reimbursement for property loss on the job – this section is a hold over from KPS days. Our attorney recommends it be dropped.

These changes were reviewed and supported by the Personnel Committee. Upon board approval, the fringe benefits statement will be distributed to the Supervisory-Technical employees.

MOTION: **R. BROWN MOVED C. ADDISON SUPPORTED THE REVISION TO SUPERVISORY-TECHNICAL EMPLOYEE BENEFITS AS RECOMMENDED.**

Discussion: L. Dykstra asked if there would be a financial impact as a result of any of the fringe benefits changes. The Acting Director noted there would only be a financial impact if an

employee chooses insurance coverage for a domestic partner. In response to a question from D. Brown, she explained the definition of “domestic partner” comes from MESSA, the library’s insurance provider.



Motion carried 6-0.

E. Local History Staffing

Recommendation: **A. Rohrbaugh recommended an increase in the staffing table to add a half-time library assistant 3 position in Local History / Community Information within Adult Services Department effective approximately Feb 1, 2005.**

Executive Summary: The bulk of the clerical work in Local History is inputting entries for the index to the Kalamazoo Gazette, several local periodicals, and the human services directory. As time allows there is inputting of retrospective KG indexing.

These indexes and directories are the heart of our local information used to serve patrons. We aren't able to keep up with the relentless publication of the newspaper and local periodicals let alone do retrospective work.

It is an advantage to have these local indexes searchable through our catalog, but the data must be entered through the SIRSI system. Even after the learning curve, that system is more labor intensive than DRA. Our goal is to be two to three weeks behind in indexing and inputting and we are not able to reach and maintain that level with the current staffing.

Catherine Larson, Local History Specialist, has estimated twenty hours per week would allow us to keep current and perhaps do some modest retrospective work. She is strongly recommending this increase if we want to maintain the relevance and usefulness of this index. The cost for this additional position would be approximately \$6700 for the remainder of the fiscal year, assuming a new hire would begin in late January or early February. The annual cost for this position would be \$16,000 - \$21,000, depending upon insurance coverage.

The Personnel Committee and Finance and Budget Committee are both supportive of this recommendation.

MOTION: **J. VANDERROEST MOVED AND D. BROWN SUPPORTED APPROVAL OF THE RECOMMENDATION TO ADD A HALF-TIME LIBRARY ASSISTANT 3 POSITION IN LOCAL HISTORY/COMMUNITY INFORMATION WITHIN THE ADULT SERVICES DEPARTMENT EFFECTIVE APPROXIMATELY FEB 1, 2005.**

Discussion: J. VanderRoest wondered if this is another instance where the change to Sirsi is not as advantageous as was thought. A. Rohrbaugh indicated we had to make a change to a new vendor when DRA was sold. At that time Sirsi was one of the few vendors we talked with that could handle the Kalamazoo Gazette Index database.

Trustees indicated an interest in a training session on how to use the database.



Motion carried 6-0.

F. Director's Contract

President Godfrey provided trustees with a proposed contract for Ann Rohrbaugh, scheduled to assume the Directorship of the Library on December 16 2004. She indicated the contract is similar to the one the board had with her predecessor, Saul Amdursky, with the changes discussed at a recent board meeting. She delineated the changes to note which included a total compensation to reflect a 20% increase in salary and the type of fringe benefits currently in place for the director. She will also retain a pre-existing life insurance policy she elected early in her career with the library. The date of the annual evaluation is changed to December 15 to coincide with the contract year. Termination language was changed so that if the board terminates the director, she is entitled to 180 days rather than whatever remains on the balance of the three year contract as it was with the director. The appended benefits statement has been changed to reflect the benefits Ms. Rohrbaugh has

currently as well as the benefits provided for a director. Ms. Rohrbaugh has indicated the contract and benefits statement are acceptable to her.

Upon approval, the board president and secretary will sign it on behalf of the board.

MOTION:

J. VANDERROEST MOVED AND R. BROWN SUPPORTED APPROVAL OF THE DIRECTOR'S CONTRACT AS PROPOSED.



Motion carried, 6-0.

REPORTS

G. Tactical Plan for 2005

Executive Summary: The Tactical Plan for January 1, 2005 – December 31, 2005 represents the library's work plan for the coming year. The same format as previous years was followed with a continuation of the same five goals but new or revised strategic objectives under each goal for 2005.

For each goal there are ongoing objectives in addition to the strategic objectives. Although many ongoing or routine items are assumed, many are listed to inform the board and staff of areas where there will be a concentrated effort during the year.

The plan is presented for board information. No action is needed.

A summary of the goals and strategic objectives for 2005:

Goal # 1: Meet informational needs through the delivery of superior customer service.

Major emphasis will be on promoting fundamental library services, including the expansion of some services and implementation of a first floor help desk; surveying users and nonusers; and planning and implementing enhanced services to Spanish-speaking constituents.

Goal #2: Provide enhanced, convenient access to a broad range of information.

Focus will be on WI FI technology, KPL website, exploring advantages and disadvantages of participation in several statewide services, and identifying strategies for addressing job skills development for the public.

Goal #3: Maintain efficient and cost-effective library operations.

There are many thrusts for the upcoming year: transition to new leadership; funding/partnerships for Ready to Read, Prime Time, and Reading Together; acquisition, cataloging, and processing library materials through library vendors; implementation of automated serials module; future of the law library; creation of departmental work plans; changes in the election calendar; various tax issues.

Goal #4: Encourage KPL workforce development and professional growth.

We will focus on diversity, customer service training, orientation and training of new staff.

Goal #5: Further the library's mission through community partnerships, collaborations, and external affiliations.

Four areas of concentration for the year: Even Start with KPS, Friends of the Library, RxReading in partnership with Loaves and Fishes, and programs to enhance the KIA's Chihuly exhibit.

Discussion: It was acknowledged that many ongoing items are included in the plan and many are left out, which is a frustration for managers. The plan does give a good overview of operations. A. Rohrbaugh indicated she discussed the possibility of changing the Tactical Plan format in the future, but there has been no determination for change yet.

President Godfrey noted board retreats are mentioned in Goal 3. There are a number of financial issues that need to be discussed in order to formulate a plan for the future. She will ask Ms. Rohrbaugh to organize a board retreat, probably on a Saturday, early in 2005.

Disposition: The board received the Tactical Plan for 2005.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee – no report.

B. Personnel Committee – no report.

VII. OTHER BUSINESS

A. Directors Report

Acting Director Rohrbaugh expanded on her written report on the annual staff in-service day, reported on a new service we are offering through Overdrive, a vendor of digital or "e-books" that can be downloaded by patrons at home. We are able to offer this service through a consortium of Michigan libraries that are all paying a share of the subscription cost. She also invited trustees to attend the annual library staff holiday tea.

President Godfrey expressed her appreciation to the people who came in on a Saturday to participate in the holiday parade.

D. Brown asked if the U.S. Attorney's office is paying for the expenses for Marti Fritz to travel to New York to testify in the federal court case against Program Corporation of America. They are paying her expenses. In response to his question about how sponsors are

being thanked for their contributions to the Reading Together program, M. Doud, Assistant Director for Public Services, detailed a variety of efforts.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Gary Green, Head of Technical Services and Information Technology, said he wanted the board to know that he and the staff are very happy with their choice of Ms. Rohrbaugh as our new director. The transition has been smooth and we look forward to the future of the library. Those in attendance enthusiastically concurred.

President Godfrey said the reaction to Ms. Rohrbaugh's appointment from the community and current and retired library staff members has been heartening. It has also been nice to see the positive local media coverage.

Ms. Rohrbaugh said she appreciated the comments and media attention on behalf of the library.

IX. TRUSTEE COMMENTS

Robert Brown said the recent "Great Grown Up Spelling Bee" provided a good time for all. It is amazing how outrageous adults can be and still stay well behaved. He also expressed a desire to see the board take a leadership role with staff members and others to try to address the high cost of health care. Employers and employees must join forces to make any progress on this issue.

Loren Dykstra had some comments about the theft detection system. His points were noted; Mr. Green said it was likely at some time in the future the library will employ radio frequency identification (RFID) to better track materials.

James VanderRoest noted he is glad the board has kept their word to library employees regarding benefits coverage in this time when many employers have not.

President Godfrey said perhaps an effective way to try to make progress on the issue raised by Mr. Brown can be explored.

Cynthia Addison said one of the things that makes the library wonderful is the willingness of employees to participate in events outside of the normal work flow. She cited the Bee, the library tea and the director's reception as examples. These are lots of extra work and that is recognized and appreciated.

X. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:10 p.m.

Amy DeShon, Secretary